



Explanation for missing travel tickets/receipts

This form is to be used when making a claim for expenses on either form SEND15A or SEND16A and you cannot provide tickets or receipts as proof of travel. This form **must be** submitted with your claim form.

Declaration:

Your name

I have not been able to provide the following tickets or receipts for

☐ Bus

☐ Train

☐ Other *(Please specify)*

The reasons for this are:

Signature

Name

Date

/

/